Miss Dawson
L.H.D
9 Parkside Ave. Dub. Ia.

BY-LAWS

ARTICLE I

Members

Section 1. The Woman's Board of Home Missions shall consist of nine members, who shall remain for such period and be removed and succeeded by others chosen at such times and in such manner as the General Assembly of the Presbyterian Church in the United States of America shall from time to time direct and appoint.

Section 2. The Board shall fill its own vacancies until the following meeting of the General Assembly and shall elect annually such officers as may be requisite for the prosecution of its work.

ARTICLE II

Officers

Section 1. The Executive Officers shall consist of a President, a Vice-President and a Recording Secretary, these to be elected from the membership of the Board.

Section 2. The Administrative Officers shall consist of a General Secretary and a Treasurer. These officers shall conduct the work of the Board in accordance with the duties outlined in Article IV. These officers shall serve without salary. At all business meetings of the Board administrative officers shall have the privilege of the floor without vote.

Section 3. The Executive and Administrative Officers shall be elected at the annual meeting of the Board or as soon thereafter as may be convenient.

Section 4. Each officer shall serve from the close of the annual meeting at which she is elected to the close of the next annual meeting, or until her successor is elected. Vacancies in either executive or administrative offices may be filled by the Board at any regular meeting of the Board or at any special meeting when notice of the election shall have been contained in the notice of the meeting.

ARTICLE III

Executive Officers

Section 1. The President shall preside at all meetings of the Board. She shall perform all duties consequent upon her position.

Section 2. The Vice-President shall, in the absence of the President, assume the duties of that office.

Section 3. The Recording Secretary shall keep the minutes of the Board.

ARTICLE IV

Administrative Officers

Section 1. The General Secretary shall call and note the meetings of the Board and shall perform such duties as may be assigned to her by the Board.

Section 2. The Treasurer shall receive all moneys designated for the Board and receipt therefor, and make such disbursements as may be approved by the Board.

The Treasurer shall sign all receipts, releases and waivers for legacies and other moneys bequeathed or contributed to the Board and shall affix the corporate seal in all places where the seal is necessary.

The Treasurer shall have authority to sign all contracts and deeds, assignments or bills of sale, or other documents for the transfer of property, either real or personal, after such contracts or transfers of property shall have been approved by the vote of the Board.

The Treasurer shall deposit temporarily, to the credit of the Board, any uninvested trust or permanent fund with a trust company or companies approved by the Finance Committee of the Board, until such time as said funds can be invested permanently, under the direction of the Finance Committee of the Board.

The Treasurer shall present to the Board a brief monthly statement showing the total receipts and disbursements to date, and investments made in the name of the Board.

The books of the Treasurer shall be examined by a certified public accountant chosen by the Board, and an annual report of this auditing shall accompany the Treasurer's report at the annual meeting of the Board. The books of the Treasurer shall close on March 31st of each year.

The Treasurer shall be bonded to the amount of $15,000.- the guaranty company to be chosen by the Board and the expense of the bond to be borne by the Board.

ARTICLE V

Signature of Checks

The checks of the corporation shall be signed by the Treasurer or by such other officer or officers as the Board may from time to time designate by resolution.

ARTICLE VI

Meetings

Section 1. The regular business meetings of the Board shall be held on the third Tuesday of each month at 1:30 p.m. except during the months of July and August at 156 Fifth Avenue, New York, N.Y. Notice for said meetings shall be sent [illegible] days in advance by the General Secretary.

Section 2. The annual meeting of the corporation of the Woman's Board of Home Missions shall be held in New York City on the Third Tuesday of April of each year. Notice for this meeting shall be sent ten days in advance.

Section 3. A special meeting may be called at any time by the President or on request of three members of the Board, provided notice thereof be sent at least two days in advance by mail, telephone or telegram.

Section 4. A majority of the members of the Board shall constitute a quorum.

ARTICLE VII

Finance Committee

The Finance Committee shall consist of three members who shall advise with the Treasurer on all matters that concern the finances of the Board.

The Finance Committee shall have power to invest funds, sell securities and reinvest funds, provided that such actions shall be taken only on vote of the committee and provided that all such investments shall be subject to the approval of the Finance Committee of the Board of National Missions.

Majority

The Finance Committee is authorized to act in cases calling for action before the next meeting of the Board, in the name and behalf of the Board with regard to the acceptance by the Treasurer of legal processes, waivers of citation, the receipt, release and grant of refunding bonds in the settlement of estates, and the signing of mortgage extensions and satisfaction pieces and other similar documents.

The Finance Committee shall recommend to the Board certified public accountants to audit the accounts of the Treasurer.

ARTICLE VIII

Amendment and Suspension of By-Laws

These By-Laws may be amended at any regular meeting of the Board by a three-quarter vote of those present entitled to vote, provided written notices of the amendment or amendments proposed shall be given in the notice of the meeting at which action is to be taken.